

**SUMTER COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY**

SUBJECT: Inventory Transactions (Staff recommends approval).

REQUESTED ACTION: Please authorize the following inventory transactions:

☐ Work Session (Report Only)

DATE OF MEETING: 9/11/12

☒ Regular Meeting

☐ Special Meeting

CONTRACT: ☒ N/A

Vendor/Entity: _____

Effective Date: _____

Termination Date: _____

Managing Division / Dept: _____

Financial Services

BUDGET IMPACT: _____

☐ Annual

FUNDING SOURCE: _____

☐ Capital

EXPENDITURE ACCOUNT: _____

☐ N/A

HISTORY/FACTS/ISSUES:

Per the Sumter County Board of County Commissioners Tangible Personal Property Policy, section IV Property Transfers and Surplus Property (2) (b.).

The request for the Board is to approve the inventory transactions as noted below:

<u>Description</u>	<u>Asset Tag #</u>	<u>Custodian</u>	<u>Action</u>
HP Printer	SR-897X	Supervisor of Elections	Dispose Junk
Dell Laptop	CC-268-CA	County Agent	Dispose Junk
Dell Laptop	CC-7-RISK	Risk Management	Dispose Junk
Projector	CC-8-RISK	Risk Management	Transfer to Employee Services (HR)
Shredder	CC-12-RISK	Risk Management	Transfer to Employee Services (HR)
Dell Computer	CC-11-RISK	Risk Management	Transfer to Library Services
Weather Radio Transmitter	SO-50-X	Sheriff	Transfer to Emergency Management